

EFFECTIVE

June 1, 2010.

SUBJECTS

1. Children's Protective Services - Foster Care (FC) Transfer Summary Information.
2. Indian Children.
3. Medicaid Card and Consent to Emergency Treatment Card.
4. FC Worker and Supervisor Monthly Case Consultation.
5. Timely Entry of Face-to-Face Social Work Contacts into SWSS-FAJ.
6. SWSS-FAJ Process for Social Work Contacts.
7. Educational Requirements in Foster Care.
8. Case Service Plans (ISP, USP, PWSP).
9. Foster Care Action Summary (DHS-69) Requirements.
10. Psychotropic Medication and Consent.
11. FIP and Medicaid Eligibility for Parents.
12. Day Care Assistance.
13. Supervision of State Wards.
14. SSI and Older Youth Exiting Foster Care.
15. Legal Status-Act 296 Wards
16. Placement Resources-Placement Agency Foster Care (PAFC) Contracted Foster Care.
17. DHS FC Monitor Requirements.
18. Youth in Transition (YIT) program.

**1) CPS - FOSTER
CARE TRANSFER
SUMMARY
INFORMATION****FOM 722-1**

Policy is updated with required documents to be included in the Children's Protective Services (CPS) transfer to foster care (FC) which are not contained in the SWSS-CPS *Transfer to Foster Care* module.

2) INDIAN CHILDREN**722-3**

References to Native American Affairs (NAA) policy manual have been added. FC workers must follow the NAA policy requirements when making placement decisions for Indian children.

Reason: Foster care program office recommendation.

FOM 722-6, Developing the Service Plan**3) MEDICAID CARD
AND CONSENT TO
EMERGENCY
TREATMENT CARD**

Policy is revised to include the requirement that the caregiver must receive the MA card or alternative verification of the child's Medicaid status and recipient ID number within 30 days of the date a child enters foster care. Documentation of the date the caregiver receives the MA card/alternative verification and Consent to Emergency Treatment Card (DHS-3762) is required.

Reason: Foster Care Interim Policy Bulletin 2010-002.

**4) FC WORKER AND
SUPERVISOR
MONTHLY CASE
CONSULTATION**

The FC worker must meet with the FC supervisor at least monthly for case consultation. All case consultation meetings between the FC worker and supervisor are required documentation in the social work contact section of the respective case service plan.

Reason: Foster Care Interim Policy Bulletin 2010-002.

5) TIMELY ENTRY OF FACE-TO-FACE SOCIAL WORK CONTACTS INTO SWSS-FAJ

Timely documentation of social work contacts into the service worker support system (SWSS-FAJ) is required. Social work contacts include face-to-face caseworker contacts with children, parents and foster parents/relative/unrelated caregivers.

Reason: Foster Care Interim Policy Bulletin 2010-002.

6) SWSS-FAJ PROCESS

The SWSS-FAJ process for entering the assigned primary FC, adoption or juvenile justice worker within the social work contacts is added. The relationship types for SWSS-FAJ is defined, including other worker contacts that are required for SWSS-FAJ entry.

Reason: Foster Care Interim Policy Bulletin 2010-002.

7) EDUCATIONAL REQUIREMENTS IN FOSTER CARE

The required educational provisions stemming from the Fostering Connections to Success Act, Dwayne B. v Granholm, et al. consent decree and the McKinney Vento Act are incorporated into the educational requirements for foster children policy.

8) CASE SERVICE PLANS (ISP, USP, PWSP)

FOM 722-8, FOM 722-9, FOM 722-9D

The policy for the foster care initial, updated and permanent ward case service plans is revised. The revisions include:

- Time frame compliance for report completion, supervisory review and approval, and licensing.

- Required face-to-face meeting between the FC supervisor and worker prior to finalizing the case service plan and supervisory approval process.
- Documentation of the educational requirements and Medicaid card.

Reason: Foster Care Interim Policy Bulletin 2010-002 and 2009-005, Educational Requirements for Foster Care.

9) FOSTER CARE ACTION SUMMARY REQUIREMENTS

FOM 722-9C, FOM 722-15

Policy clarification is provided on the use of the Foster Care Action Summary (DHS-69) in lieu of a new case service plan when a case is:

- Transferred to another agency (agency replacement).
- Closed.

Reason: Foster Care Interim Policy Bulletin 2010-002.

722-11 Delegation of Parental Consent

10) PSYCHOTROPIC MEDICATION AND CONSENT

Policy is updated to clarify the psychotropic medication consent process for children in foster care.

Reason: Children's Service Administration policy clarification.

11) FIP AND MEDICAID ELIGIBILITY FOR A PARENT

FOM 722-12

Policy is updated to include the federal regulation disallowing parents in homes without dependent children to receive MA based on FIP eligibility. Policy revisions include guidelines to assist the parent.

Reason: Foster Care Interim Policy Bulletin 2010-002.

12) DAY CARE ASSISTANCE

FOM 722-12

The requirements and the eligibility begin date to receive payment as a DHS child care provider are revised.

Reason: Foster Care Interim Policy Bulletin 2010-002.

13) SUPERVISION OF STATE WARDS

FOM 722-14

The policy on transferring court case reviews for Act 220 state wards to the county of residence is rescinded and removed from the online manual.

Reason: Foster Care Interim Policy Bulletin 2010-002.

14) SSI AND OLDER YOUTH EXITING FOSTER CARE

FOM 722-15

Policy is revised to include the Social Security Administration rule change from January 2010 allowing disabled foster care youth receiving title IV-E foster care benefits to submit application for their Supplemental Security Income (SSI) up to 90 days before foster care payments are expected to end.

Reason: Foster Care Interim Policy Bulletin 2010-002.

15) LEGAL STATUS-ACT 296 WARDS

FOM 901-6

The legal status classification of an Act 296 state ward is revised to comply with the Adoption Code at MCL 710.28(1)(a)(i).

Reason: Foster Care Interim Policy Bulletin 2010-002.

16) PLACEMENT RESOURCES

FOM 913-1, 913-2, 913-3, 913-4, Placement Resources: PAFC Contracted Foster Care

The policies within the four Placement Resources sections of the foster care policy manual are revised as follows:

FOM 913-1

The entire policy is revised to include an outline of the updated PAFC contract requirements and standards.

FOM 913-2

All policy is removed. The PAFC placement services are incorporated into 913-1, PAFC Contracted Foster Care.

FOM 913-3

All policy, with the exception of the DHS referral packet requirements, is removed. The PAFC intake and referral services are incorporated into 913-1, PAFC Contracted Foster Care.

FOM 913-4

Revisions for the PAFC contractor reporting requirements are added to policy. Revisions include:

- The due date of the PAFC case service plans to the monitoring local DHS worker.
- Timely submission of face-to-face contacts to DHS.
- PAFC contract reporting requirements.

Reason: Foster Care Interim Policy Bulletin 2010-002 and PAFC contract compliance.

17) DHS FC MONITOR REQUIREMENTS

FOM 914

Policy revisions include the PAFC case service plans due date and the DHS FC monitor receipt documentation process. Clarification of

the FC monitor responsibilities are added based on the PAFC contract.

Reason: Foster Care Interim Policy Bulletin 2010-002 and PAFC contract.

Reformatting in FOM 722-6

The following areas with the FOM 722-6 are reformatted for clarity:

- Parental Engagement.
- Sibling Visitation Plan.
- General Information.

Reason: Foster Care Program Office recommendation and Office of Children's Ombudsman recommendation.

18) YOUTH IN TRANSITION (YIT)

FOM 950

Instructions for the DHS-722-0, Funding Eligibility Checklist for open cases and the DHS-722-C, Funding Eligibility Checklist for closed cases have been updated.

New policy specifies that all YIT expenditures must support a youth with achieving self-sufficiency.

New policy states that, until a contract is signed by both DHS and the contractor, no payment is to be made to a contractor for goods and services for a youth.

Terminology has been updated throughout the item for consistency.

Reason: Compliance with federal audit findings.

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items (content changes) ...

FOM 722-1
 FOM 722-3
 FOM 722-6
 FOM 722-6A
 FOM 722-8
 FOM 722-8C
 FOM 722-9
 FOM 722-9C
 FOM 722-9D
 FOM 722-11
 FOM 722-12
 FOM 722-14
 FOM 722-15
 FOM 901-6
 FOM 902-11
 FOM 913-1
 FOM 913-3
 FOM 913-4
 FOM 914
 FOM 950

Changed Items (link changes only) ...

FOM 722
 FOM 722-7

Deleted Items ...

FOM 913-2